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Value Engineering Management Information System
and the Operation and Support Cost
Reduction Database

(5-20432/5-20433)

Final Technical Report for Period
01 Jan 1999 through 30 Jun 1999

June 30, 1999

Prepared by:

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Mr. Gary Maddux

Research Institute
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Prepared for:

US Aviation and Missile Command
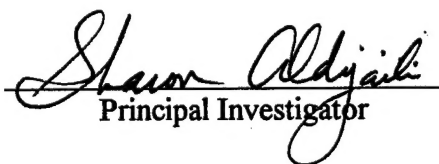Redstone Arsenal, Al. 35898
Attn: Janice Dove

PREFACE

This technical report was prepared by the staff of the Research Institute, The University of Alabama in Huntsville. The purpose of the report is to provide documentation of the work performed and results obtained under delivery order 32 of AMCOM Contract No. DAAH01-98-D-R001. Ms. Sharon S. Aldijaili was the principal investigator. Technical expertise and insights in value engineering information technology were provided by Ms. Janice Dove, Value Engineering, Industrial Operations Division, Systems Engineering and Production Directorate, Research, Development, and Engineering Center, US Army Aviation and Missile Command.

The views and opinions, and/or finding contained in the report are those of the author(s) and should not be construed as an official Department of the Army position, policy, or decision unless so designated by other official documentation.

Except as provided by the Contract Data Requirements List DD Form 1423, hereof, the distribution of the contract report in any state of development or completion is prohibited without approval of the Contracting Officer.

Prepared for: Commander
US Aviation and Missile Command
Redstone Arsenal, Al. 35898

I have reviewed this report, dated ___30 June 99___ and the report contains no classified information.

Sharon Aldijaili
Principal Investigator

Approval:

Gary A Maddux
Research Institute

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1.0 Introduction

The Value Engineering (VE)/Operating and Support Cost Reduction (OSCR) Office of the Industrial Operations Division (IOD), Systems Engineering and Production Directorate (SEPD), Research, Development, and Engineering Center (RDEC), US Army Aviation and Missile Command (AMCOM) is responsible for performing system engineering cost analyses for weapon systems from design through full scale production. This effort includes evaluating reported cost analyses and performing appropriate modifications to information systems. This information is transferred monthly to the US Army Materiel Command (AMC) Headquarters. Reporting requirement changes have resulted in the modification of the operational information system, and the development and integration of an upgraded information system for tracking VE and OSCR cost analyses. Data validation between the operational information system and the upgraded information system was required during development of the upgraded information system software package.

2.0 Objectives and Scope

The objective of this task was to provide engineering support in evaluating cost analyses for weapon systems and to develop, validate, and implement cost analyses report formats for required value engineering directives. The University of Alabama in Huntsville (UAH) Research Institute was tasked to: (1) analyze and document VE and OSCR information system operations; (2) verify and validate database formats for maintaining and reporting cost analyses information; (3) provide VE and OSCR system logic for the modification, development, and integration of a consolidated VE/OSCR information system; 4) make recommendations for computer hardware and software required to utilize the VE/OSCR information system; (5) provide training on the VE/OSCR information system.

3.0 Value Engineering Technologies

The Value Engineering Management System (VEMS) was integrated into the value engineering cost analyses information tracking process. The VEMS maintains cost analyses information on weapon systems and provides standard reports, user friendly ad-hoc query capability, and graphics support. The VEMS was developed at the US AMC Logistics Support Activity - Major Item Information Center (LOGSA-MIIC) to meet new reporting requirements. System logic and data requirements were documented for the VEMS modification, development, and integration. Data requirements for maintaining system integrity of the VEMS is provided in Appendix A.

4.0 Operating and Support Cost Reduction Technologies

The Operating and Support Cost Reduction Information System was developed and integrated into the operating and support cost reduction cost analyses information tracking process. The OSCR Information System maintains cost analyses information on weapon systems and provides standard reports, user friendly ad-hoc query capability, and graphics support. The OSCR Information System was developed at the Industrial Operations Division (IOD), Systems Engineering and Production Directorate (SEPD), Research, Development, and Engineering Center (RDEC), US Army Aviation and Missile Command (AMCOM) by members of the UAH Applied Research Program to meet new reporting requirements. System logic and data requirements were documented for the OSCR Information System development and integration. Data requirements for maintaining the system integrity of the OSCR database is provided in Appendix C.

5.0 Hardware and Software Requirements

The VEMS hardware and software requirements were established to support the upgrade process. Hardware and software requirements for the VEMS were set by LOGSA-MIIC. Hardware requirements consist of the following: CPU for DOS, minimum of 386DX 25/33 Mhz, 4 MB RAM memory (8 MB RAM memory for windows), 8K internal cache, 128 - 256K external cache, 120 MB hard drive, ISA bus architecture, VGA monitor, 512 MB VRAM video adaptor, both 3.5" and 5.25" internal drives, 1 serial port, 1 parallel port, 1 keyboard, 1 mouse, and a 24 pin dot matrix printer with parallel interface wide carriage. Software requirements for the VEMS consist of the following: remote communication software, Foxpro DBMS application, and VEMS. Software requirements for the VEMS were provided by LOGSA-MIIC.

The OSCR Information System hardware and software requirements were established to support the development and maintenance process. Software requirements were met using existing software. The OSCR Information System was developed using Microsoft Access 2.0. Hardware requirements were met using existing equipment.

The VEMS, OSCR Information System, and other application software are utilized on an InSync Pentium 133Mhz CPU, 32 MB RAM memory, 256 external cache, 1.0 gbyte hard drive, 3.5" internal drive, internal ZIP drive, CD ROM, 2 serial port, 1 parallel port, 1 keyboard, 1 mouse, and HP LaserJet IIID laser printer.

6.0   VEMS/OSCR Information System Training

VEMS and OSCR Information System training was provided through a user tutorial for Industrial Operations (IO) Division personnel. A password to the VEMS was assigned and a VE and OSCR System User Instruction manual was made available to IO Division personnel. The VEMS user manual is provided in Appendix B and the OSCR database user manual is provided in Appendix D.

7.0   Recommendation and Conclusions

During the time frame allocated by the delivery order, members of the UAH Applied Research Program, with the cooperation of representatives from AMCOM Systems Engineering and Production Directorate, investigated and evaluated value engineering and Operating and Support Cost Reduction technology being utilized in the Value Engineering and Operating and Support Cost Reduction Office of the Industrial Operations Division. With the development of an upgraded value engineering management information system at LOGSA-MIIC and the development of an OSCR information system by members of the UAH Applied Research Program, integration of the software package into the VE/OSCR management information system process at AMCOM was sought. This integration was implemented and successful. The results of this technology should be a major benefit to the future of the VE/OSCR efforts within SEPD.

APPENDIX A

VEMS DATA ENTRY REQUIREMENTS

VEMS Data Entry Requirements
VE Checklist Definitions

April 1999

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ATTACHMENT A: VECP Checklist

ATTACHMENT B: VEP Checklist

I. Introduction

This is a format description for the type of information needed for the Value Engineering Management System (VEMS). The purpose of this document is to define data elements and describe acceptable input values for those data elements. **This is not an official document.** Each VE Specialist will complete the checklist provided at the front of each folder. Each VE proposal will be entered into the database and a print-out from VEMS will be returned to the VE Specialist. The VE Specialist should review each print-out and verify correct entry.

II. VECP File

Below is a list of needed VECP fields to complete the VECP checklist, a definition, and a description for "What type of information can be used?" and "Where it can be found in the VECP file?". Attachment A is the current VECP Checklist.

1. **VECP number** - The VECP number is an assigned number and identifies the individual VE action. The VECP number is recorded in the VE log book. It is identified by using the VE number listed along with the originator's number.

2. **Action Officer** - The Action Officer is the VE person responsible for the file. The VE specialist writes in this information on the VECP file checklist.

3. **Organization** - The organization is the acronym of the supported PEO or office reporting the VECP. The organization name may be found on DD form 1692 or the cover letter submitting the VECP. The computer lab determines the PEO and PM codes using the organization name.

4. **Originator number** - The originator's number is the number assigned to the VECP by the contractor. It is provided in tab 1 of the VECP file on DD form 1692 or the cover letter submitting the VECP.

5. **System** - The system is the abbreviated name of the item/weapon system affected by the VE proposal. The system name may be found on DD form 1692 or the cover letter submitting the VECP. The computer lab determines the weapon system code using the system name.

6. **Office Symbol** - The organization's office symbol is the specific code assigned sub-element within each MSC. It is the office symbol of the MSC directorate or office reporting the VECP.

7. **Title of Change** - The title is a descriptive title of the VECP. It is provided in tab 1 of the VECP file on DD form 1692 in the "title of change" block.

8. **Type of Proposal** - The type of proposal for VECP's may be one of two selections.

> a. *Acquisition* - A VECP is *acquisition* when it involves a change to a contract or procurement dollars.
> b. *Other* - A VECP is *other* when it does not fall within the previously defined category (acquisition). To use *other* as the type of proposal, a short description must be provided.

9. **Budget Information** - Each year starting with the current year through the seventh year must be reported. This includes the current through remaining fiscal years. To report remaining years, provide the beginning and ending FY and the dollar amount of savings for each year. Estimated savings is provided on the initial DD form 1692 and subsequent contract modifications. The actual savings is provided on the final contract modification.

> a. *Government* - Report estimated and actual government savings, and estimated and actual collateral savings ($K).
> b. *Contractor* - Report estimated and actual contractor savings ($K).

10. **Appropriation Name** - The funding program element identifies the appropriation type of savings generated by the VECP.

11. **Appropriation Number** - The saving source identifies the specific program element that is the source of VE savings. Note: An appropriation name is not necessary when describing the savings source (appropriation number).

12. **Reprogrammed Savings** - Reprogrammed savings identifies the program element where VE savings is to be reprogrammed (reapplied).

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13. **Function** - The function specifies the major function(s) of the item affected by the VECP in the verb-noun format.

14. **Spare Part Indicator** - The spare part indicator determines whether the VECP involves a change to a spare part or not.

15. **Clause Indicator** - The clause indicator determines whether the VECP was submitted voluntarily (Incentive Clause) or if it is the result of a contract requirement (Requirement Clause).

16. **O&S Initiative** - This element indicates whether or not the VEP was identified by the O&S Office or the VEP was funded by the O&S Office.

17. **Current Proposal Status and Date of Action** - The current proposal status is the code that identifies the processing stage of the VECP. A list of possible processing stages is provided below.

    a. *Open/Date of Receipt* - The date of receipt is the date the VECP is initially received by any government office. It starts the time clock that measures the rate at which an organization responds to the VECP submitted. The VE specialist writes in this information on the VECP file checklist. It is provided in tab 2 of the VECP file.

    b. *Date of Receipt in the VEO* - The date of receipt in the VEO is the date the VE proposal is received by the MSC VE Office. This date must follow or equal the date of receipt. The VE specialist writes in this information on the VECP file checklist.

    c. *Approved-Disapproved-Withdrawn/Date of Technical Decision* - The date of technical decision is the date the technical review board (CCB, VERB, etc.) approved or disapproved the VECP or the contractor withdrew the VE change. The date must be later than or equal to the date of receipt and must precede the date of financial settlement. If the VECP is approved or disapproved, this information is provided in tab 3 at the bottom of DD form 1692 by the contracting officer's signature in the "date signed" block. If the VECP is withdrawn, tab 3 will contain a letter from the contractor or a signed MFR.

    d. *Deactivated/Date of Deactivation* - The date of deactivation is the date the VECP is moved outside Government control. This date must be later than the date of receipt. This information is provided on a signed MFR in tab 4.

    e. *Reactivated/Date of Reactivation* - The date of reactivation is the date the VECP is moved inside Government control. This date must be later than the previous deactivation date. This information is provided on a signed MFR in tab 4.

    f. *Date of Implementation* - The date of implementation is the date the VE change was implemented. This date corresponds to the date that the government accepts an end item with the changed configuration or the new process or procedure is initiated. This date must follow or equal the approval date. This information is provided in tab 5 on the first contract modification in the "effective date" block.

    g. *Date of Interim Modification* - The date of interim modification is the date the VECP is modified, but not financially settled. This date does not stop the clock that measures an organization's processing time. The date of interim modification must follow or equal the implementation date. This information is provided on the contract modification(s).

    h. *Final Settlement/Date of Financial Settlement* - The date of financial settlement is the date the VECP is financially settled. The contract is modified to reflect financial settlement with the contractor. The date stops the clock that measures an organization's processing time. The date of final modification date must follow or equal the interim mod date.

    i. *NLT Settlement/Date of Contractor Modification* - A Not Less Than (NLT) settlement date may precede the final modification. It includes the dollar amount settled and stops the clock that measures an organization's processing time. This information is provided on the contract modification(s) at the bottom of DD form 1692 by the contracting officer's signature in the "date signed" block.

18. **Contract & Interim Contract Mod Number**

    a. *Contract Mod Number* - The contract modification number identifies the mod number for the contract in which a final settlement was completed. This information is provided on the final contract modification.

    b. *Interim Contract Mod Number* - The interim contract modification number identifies the latest interim contract modification, before the final settlement is completed. This information is provided on each contract modification occurring before the final settlement.

19. **Contract Number** - The contract number identifies the contract against which the VECP is submitted. This information is provided in tab 1 of the VECP file on the DD form 1692 in the "contract number" block.

20. **Contractor Cost to develop, test, and implement** - The contractor's cost to develop, test, and implement. Estimated cost is provided on the initial DD form 1692 and subsequent contract modifications. The actual cost is provided on the final contract modification.

21. **Government Cost to develop, test, and implement** - The cost is the government's direct, non-recurring investment cost to develop, test and implement the VECP (excluding overhead and administrative costs). Estimated cost is provided on the initial DD form 1692 and subsequent contract modifications. The actual cost is provided on the final contract modification.

22. **Government Share of VECP Savings** - The government share of VECP savings indicates the percentage of savings that the government receives as a result of the VECP. The government share will depend on the type of VE clause in the contract and the type of contract. The percentage is either a Split of 75% government and 25% contractor (requirement) or 50% government and 50% contractor (incentive).

III. VEP File

Below is a list of needed VEP fields to complete the VEP checklist, a definition, and a description for "What type of information can be used?" and "Where it can be found in the VEP file?". Attachment B is the current VEP Checklist.

1. **VEP number** -The VEP number is the number assigned by the VE office and identifies the individual VE action. The VEP number is recorded in the VE log book. It is identified by using the VE number listed along with the originator's number.

2. **Action Officer** - The Action Officer is the VE person responsible for the file. The VE specialist writes in this information on the VEP file checklist.

3. **Organization** - The organization is the acronym of the supported PEO or office reporting the VEP. This information is provided in Tab 2 on/within the study. The computer lab determines the PEO and PM codes using the organization name.

4. **Originator's Number** - The originator's number is the number assigned to the VEP by the originating activity. This information is provided in tab 1 of the VEP file with the identification documentation.

5. **System** - The system is the abbreviated name of the item/weapon system affected by the VE proposal. The computer lab determines the weapon system code using the system name.

6. **Office Symbol** - The organization's office symbol is the specific code assigned within each MSC. It is the acronym of the supported PEO or office symbol of the MSC directorate of office reporting the VEP.

7. **Title** - The title is a descriptive title of the VEP. The VE specialist writes in this information on the VEP file checklist. It is provided with the identification documentation.

8. **Type of Proposal** - The type of proposal for VEP's may be one of three selections.

   a. *Administrative* - A VEP is *administrative* when it does not involve a change to a contract or procurement dollars. Only VEP's can be administrative.
   b. *Acquisition* - A VEP is *acquisition* when it involves a change to a contract or procurement dollars.
   c. *Other* - A VEP is *other* when it does not fall within the previously defined categories (administrative or acquisition). To use *other* as the type of proposal, a short description must be provided.

9. **Current Proposal Status and Date of Action** - The current proposal status identifies the processing stage of the VEP. A definition of each is provided below.

   a. *Date of Study Submission* - This is the date the VE study application is submitted to the appropriate authority/decision maker for authority to proceed or abandon. This date must precede or equal the Date Study Began. This information is provided in Tab 1 on the identification documentation.
   b. *Date Study Began* - This is the date the idea was identified as a VE study candidate and properly documented as such after review and approval. This date must equal or follow the date of receipt. This information is provided in Tab 2 on/within the study and is typically stated as the date study began; or it may be provided on other documentation that establishes the date study began.

c. *Open/Date of Receipt* - The date of receipt is the date that the VEP is formally submitted for a decision by its proponent organization. It starts the time clock that measures the rate at which an organization responds to the VEP submitted. This information is provided in tab 2 of the VEP file. It may be provided on/within the study and is typically stated as the date study completed; or it may be provided on other documentation that establishes the date study completed.

d. *Approved-Disapproved-Withdrawn/Date of Technical Decision* - The date of approval/disapproval/withdrawal is the date the VEP was technically approved/disapproved/withdrawn. The date must follow or equal the date of receipt. This information is provided in tab 3 of the VEP file. It may be provided either on the basic AMCOM VE approval/disapproval document; or it may be provided on other documentation that establishes the date of technical decision.

e. *Date of Implementation* - The date of implementation is the date the VE change was implemented. This date corresponds to the date that the government accepts an end item with the changed configuration or the new process or procedure is initiated. This date must follow or equal the approval date. This information is provided in tab 3 of the VEP file. It may either be the date provided on the basic AMCOM VE approval document or the date on the implementation documentation provided in tab 5.

f. *Settled/Date of Verification* - The date of verification is the date the reapplication of the VEP savings is verified by an office or organization having authority to reapply the funding. The date stops the clock that measures an organization's processing time. This information is provided in tab 4 of the VEP file with the budget verification documentation.

10. **Time Code** - The time code determines whether the proposal was generated prior to or after production of the end item.

11. **O&S Initiative** - This element indicates whether or not the VEP was identified by the O&S Office or the VEP was funded by the O&S Office.

12. **Budget Information** - Each year starting with the current year through the remaining years must be reported. This includes the current through remaining fiscal years and actual government saving (K$). This information is provided in tab 4 of the VEP file. Savings years 1-3 are provided with the budget verification documentation. Savings years 4 - remaining years may be provided either on the budget verification documentation or by the VE specialist/others on a signed MFR based on information provided by the originating organization for informational purposes only. To report remaining years, provide the beginning and ending FY and the dollar amount of savings for each year.

13. **Government Cost to develop, test, and implement** - The cost is the government's direct, non-recurring investment cost to develop, test and implement the VEP (excluding overhead and administrative costs). This information is provided in tab 2 or tab 3 of the VEP file with the study.

14. **Appropriation Name** - The funding program element identifies the appropriation type of savings generated by the VEP. This information is provided in tab 2 of the VEP file. It may be provided on other documentation that establishes the appropriation name.

15. **Appropriation Number** - The saving source identifies the specific program element that is the source of the VE savings. Note: An appropriation name is not necessary when describing the savings source (appropriation #.AMCMS code). This information is provided in tab 4 of the VEP file with the budget verification documentation.

16. **Reprogrammed** - Reprogrammed savings number identifies the program element where the VE savings is to be reprogrammed (appropriation #.AMCMS code). This information is provided in tab 4 of the VEP file with the budget verification documentation. If there is cost avoidance savings, enter "cost avoid" in the reprogrammed field.

17. **Sharing Organization** - This is the acronym of the supported PEO or office symbol of the MSC directorate or office sharing the VE savings.

18. **Amount Shared** - This is the dollar amount shared between two or more installations or organizations.

19. **Percent Shared** - This is the percentage of the savings that is credited to the sharing organization.

Attachment A

VECP Checklist

VECP File Checklist

VECP #: _____1_____   Action Officer: _____2_____
Organization: _____3_____   Originator #: _____4_____
System: _____5_____   Procurement Office Symbol: _____6_____
Title of Change: _____7_____

Type of Proposal: 8a__ Acquisition
                         8b__ Other   Define_____

Savings: YR of Savings	FY	Gov't Savings ($K)	Collateral Savings ($K)	Contractor Savings ($K)
Year 1 - Current	(1999)	$____9a____	$____9a____	$____9b____
Year 2 - Budget	(2000)	$_____	$_____	$_____
Year 3 - Future	(2001)	$_____	$_____	$_____
Year 4 -	(2002)	$_____	$_____	$_____
Year 5 -	(2003)	$_____	$_____	$_____
Year 6 -	(2004)	$_____	$_____	$_____
Year 7-	(2005)	$_____	$_____	$_____
Remaining Years (2006) - (2008)		$_____	$_____	$_____

Appropriation Name: _____10_____
Appropriation Number: _____11_____ Reprogrammed Savings: _____12_____

Tab 1: Copy of VECP
    Function: _____13_____   Clause Indicator: 14_ Incentive 14_ Requirement
    Spares: 15_ Yes 15_ No
    Is this an initiative with another program: 16_ Yes 16_ No   Program Name: _____

Tab 2: Date Government received VECP: _____17a_____
    Date VE Office received VECP: _____17b_____

Tab 3: VECP Date: Approved ___17c____ *or* Disapproved____17c____ *or* Withdrawn____17c____

Tab 4: Deactivation/Reactivation Records and Dates   17d &/or 17e

Tab 5: MODIFICATION 1:   Mod #___18a/b____   Contract #_____19_____
Date Mod Signed:__17g/h/i__   Date VEO received Mod:_____   Implementation Date:___17f__
Savings Calculations: Total VECP Savings: $_____ (less)
Contractor D/I Cost: $_____20_____ (less) Gov't D/I Cost: $_____21_____ (equals)
VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $____22_____
Summary:
_____
_____

Tab 6: MODIFICATION 2:   Mod #_____   Contract #_____
Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____
Savings Calculations: Total VECP Savings: $_____ (less)
Contractor D/I Cost: $_____ (less) Gov't D/I Cost: $_____ (equals)
VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____
Summary:
_____
_____

Tab 7: MODIFICATION 3:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____ (less)

Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)

VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 8: MODIFICATION 4:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____ (less)

Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)

VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 9: MODIFICATION 5:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____ (less)

Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)

VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 10: MODIFICATION 6:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____ (less)

Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)

VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

Tab 11: MODIFICATION 7:   Mod #_____   Contract #_____

Date Mod Signed:_____   Date VEO received Mod:_____   Implementation Date:_____

Savings Calculations: Total VECP Savings: $_____ (less)

Contractor D/I Cost: $_____ (less)   Gov't D/I Cost: $_____ (equals)

VECP Savings: $_____ (X)   Gov't _____% = Gov't Savings: $_____

Summary:

_____

_____

rev. 31Dec98

Attachment B

VEP Checklist

VEP File Checklist

VEP #: _____1_____   Action Officer: _____2_____
Organization: _____3_____   Originator #: _____4_____
System: _____5_____   Office Symbol: _____6_____
Title: _____7_____

Type of Proposal: 8a__ Administrative
                          8b__ Acquisition
                          8c__ Other   Define _____

Tab 1: Identification of VE effort date: _____9a_____

Tab 2: Study began date: _____9b_____
           Study completed date: _____9c_____

           Time code: 10_Prior to production   10_After production   10_Non-hardware/software
           Is this an initiative with another program: 11_Yes 11_No **Program Name:** _____

Tab 3: Date of technical decision: Approved _____9d_____
                                           Disapproved _____9d_____
                                           Withdrawn _____9d_____

Tab 4: Savings Information   Verification date ____9f_____

YR of Savings	FY	$'s
Year 1 - Hard Dollar	(1999)	_____12_____
Year 2 - Budget	(2000)	_____
Year 3 - Future Budget	(2001)	_____
Year 4 -	(2002)	_____
Year 5 -	(2003)	_____
Year 6 -	(2004)	_____
Year 7 -	(2005)	_____
Remaining Years -	(2006) - (2008)	_____

Implementation Cost: $_____13_____(K)

Appropriation Name: 14_ PA   14_ RDTE   14_ OMA   Other _____
Appropriation #: _____15_____ **Reprogrammed to:** _____16_____

If Shared: Sharing Organization _____17_____   VEP# _____ Originator # _____
Total VEP savings: $_____(K) (x) ____18_____ % shared =
                                                    Other organization's savings $_____19_____(K)

Tab 5: Implementation Documentation   Date Implemented _____9e_____

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APPENDIX B

VEMS USER MANUAL

Table of Contents

I. Purpose for the AMCOM VEMS user instructions

The purpose of the AMCOM VEMS user instructions report is to provide more detailed procedures for utilizing VEMS from booting the PC to shutdown and to provide basic input/output instructions for the beginner user.

II. Booting the PC

At System Startup:

- Enter the Network System *password* .
- Press <Return> at the "Press any key to continue" prompt.

III. Getting into VEMS

VEMS desktop icon:

- Using mouse, click twice on the VEMS desktop icon.
- Select the VEMS APPLICATION.
- Enter the USERNAME, PASSWORD, and APPLICATION (application = VEMS).

No icon:

- Start NETSCAPE.
- Enter http://wwwapp.ria.army.mil/vems/ in the LOCATION field (save this site in BOOKMARKS).
- Select VEMS APPLICATION.
- Enter the USERNAME, PASSWORD, and APPLICATION (application = VEMS).

IV. Using VEMS

The main menu is displayed across the top of the screen. Notice that the first letter of each word is highlighted. *To select* a menu option, either click on the menu name with the mouse or press the [alt] key and the highlighted letter at the same time to get to the sub menu for the option selected. *To navigate* through a screen, use the [tab] key. *To select* a specific field for entry, use the mouse and click on that particular field. To return to the main menu, either click on <Exit> or use the [tab] key to move to <Exit> and press [return]. The [arrow] keys will navigate in most instances, especially in a menu or a list of options. To display a *list of options* for a field, place the cursor on the blue button and click one time using the mouse.

V. Data Entry & Query Screens

a. VEP/VECP Entry

- Select **Data Entry/Query** from the main menu.
- Select the **VEP/VECP Data Entry/Query** option from the Data Entry/Query sub menu. The **VEMS Input Screen** is displayed.
- Place the cursor in the *VE Number* field.
- Enter the *VE number*.
- Select <ACCEPT>, at the bottom of the screen. If that VE number exists in the database, the VEP/VECP is displayed. If not, a new record is created and assigned that VE number.
- To save the record, choose <UPDATE RECORD> at the bottom of the last data entry screen. When the box indicating the record has been updated appears, press <return>.

b. Management Summary

- Select **Data Entry/Query** from the main menu.
- Select the **Management Summary** option from the Data Entry/Query sub menu. The **VEMS Management Summary Information Screen** is displayed.
- Place the cursor in the *VE Number* field.
- Enter the *VE number*.
- Select <ACCEPT>, at the bottom of the screen. The **Management Summary Data Entry Screen** is displayed.
- Enter the date, reason for management summary, and text.
- Select <ACCEPT>, at the bottom of the screen.

c. Quarterly Information

- Select **Data Entry/Query** from the main menu.
- Select the **Quarterly Information** option from the Data Entry/Query sub menu. The **Quarterly Information Data Entry Screen** is displayed.

- Enter the required data.
- Select <ACCEPT CHANGES>.

Enter this information at the end of 2nd & 4th quarters. Combine 1st & 2nd quarter totals in the 2nd qtr transmission and 3rd & 4th quarter totals in the 4th qtr transmission. The cost to operate the VE Office variable is only transmitted 4th qtr.

d. Savings Goals
- Select **Data Entry/Query** from the main menu.
- Select the **Savings Goals** option from the Data Entry/Query sub menu. The **Savings Goals Screen** is displayed.
- Select the *Organization, Contractor, or MSC/PEO/Owner* from the list of options.
- Enter a fiscal year.
- Select <ACCEPT>.
- Enter the name of the *Organization* for organizational goals along with the savings goal amount in the millions.
- Select <ACCEPT CHANGES> (The **Organizational** goals are usually the only goals entered).

VI. Reports
- Select **Reports** from the main menu.
- Select the report from the list of VEMS reports.
- The **Reporting Parameters Screen** is displayed.
- Select and/or enter all report parameters.
- Select <ACCEPT>.

a. Additional Reports/Forms
Additional information needed for the VE system operation is provided in the c:\My Documents\io\ve directory . This directory contains documents specific to VE Reporting, Manuals, and VE Training created in either *Microsoft ACCESS, Word, Excel*, or *Power Point*. The **Dbs** sub directory contains the internal ACCESS VE database. The **Forms** sub directory contains reports, forms, and labels specific to VEPs, VECPs, quarterly information, and Value Engineering Office (VEO) information. The **Manual** sub directory contains the Data Requirements document and VEMS user instructions. The **Charts/Training** sub directory contains VE training documents. The **Charts** sub directory also contains VE and IO Logos, VE training charts, and charts specific to individuals in the VE Office.

To view, update, and/or print an additional report:
- Click one time on the **Microsoft ACCESS** icon.
- Click twice on the either the **Microsoft ACCESS** icon, **Microsoft Word** icon, the **Microsoft Excel** icon, or the **Microsoft Power Point** icon from the **Microsoft Office** toolbar.

From the ACCESS main menu:
- Select **Open** from the **File** menu.
- Change directory to C:/My Documents/IO/VE/Dbs.
- Click twice on the filename VE.

From the Word or Excel main menu:
- Select **File** from the main menu.
- Select **Open** from the File sub menu.
- Change directory to c:\My Documents\io\ve.

From the Power Point main menu:
- Select **Open an existing presentation**.
- Change directory to c:\My Documents\io\ve\charts.

VII. Getting out of VEMS
When ready to completely exit VEMS, press **Alt Q** or select **Quit** from the main menu.

APPENDIX C

OSCR DATA ENTRY REQUIREMENTS

Data Entry Requirements
OSCR Checklist Definitions

January 1999

CONTENTS

ATTACHMENT A: OSCR Checklist

OSCR Data Entry Requirements

I. INTRODUCTION

This is a format description for the type of information needed to meet data entry requirements for the OSCR database. The purpose of this document is to define data elements and describe acceptable input values for those data elements. **This is not an official document**. Each OSCR Specialist will complete the checklist provided at the front of each folder. The lab will enter each OSCR initiative and return a print-out. The OSCR Specialist should review each print-out and notify the lab of changes.

II. OSCR Data Elements

Action_Date
The Action Date is the date of the latest action taken on OSCR project. This information is provided on the OSCR Checklist.

Action_Officer
The Action Officer is the OSCR person responsible for tracking the OSCR Initiative. . This information is provided on the OSCR Checklist.

Active
The Active field contains "yes" or "no" data. It refers to whether or not the file is still in process.

Appropriation
The Appropriation identifies the type of redesign funding. This information is provided on the OSCR Checklist and also on the *Program Summary Sheet* in tab 4 of the OSCR File.

Approved_Funds
The Approved Funds identifies the amount of dollars that has been approved and is expected to be obligated for a specific project.

Candidate_Date
The Candidate Date is the date the Idea Submission Form is completed. This information is provided on the OSCR Checklist and also on the *Idea Submission Form* in tab 1 of the OSCR File.

Change_EA_Date
The Change EA Date is the date an updated economic analysis was submitted to AMC. This information is provided on the OSCR Checklist and also on the *economic analysis* in tab 3 of the OSCR File.

Command_Id
The Command Id is the text used to identify the type of command associated with the OSCR initiative. The Command Id can either be MICOM, ATCOM, or AMCOM.

Component
The Component is the name of the component that is affected by the project. This information is provided on the OSCR Checklist and also on the *Economic Analysis* in tab 3 of the OSCR File.

Component_NSN
The Component NSN is the National Stock Number for the component being changed as a result of the OSCR initiative. This information is provided on the OSCR Checklist and also on the *Economic Analysis* in tab 3 of the OSCR File.

Contractor
The Contractor is the name of the contractor responsible for the changes made to the weapon system.

Date_Approved
The Date Approved is the date funding for the initiative or project has been approved. This information is provided on the OSCR Checklist.

Date_Authorized
The Date Authorized is the date the funding request is authorized by the project manager for the OSCR project. This information is provided on the OSCR Checklist and also on the *PM Authorization* in tab 2 of the OSCR File.

Date_Created
The Date Created is the date in which the Originator Number was created.

Date_Eng_Completion
The Date Engineering Completion is the date the engineering change is completed. This information is provided on the OSCR Checklist.

Date_Funded
The Date Funded is the date the OSCR Initiative is funded. This information is provided on the OSCR Checklist.

Date_Implemented
The Date Implemented is the date the "implementation memo" showing intent to implement is signed. This information is provided on the OSCR Checklist and also in tab 7 (*Implemented Initiative*) of the OSCR File.

Date_Obligated
The Date Obligated is the date of obligation. This information is provided on the OSCR Checklist and also in on the *obligation plan/document* in tab 6 of the OSCR File.

Date_Test_Completion
The Date Test Completion is the date testing is completed. This information is provided on the OSCR Checklist.

Date_Updated
The Date Updated is the date the record is updated.

Date_Requested
The Date Requested is the date funding is requested for the OSCR project. This information is provided on the OSCR Checklist and on the *Funding Request* in tab 5 of the OSCR File.

Date_Validated
The Date Validated is the date the *Economic Analysis* is signed. This information is provided on the OSCR Checklist and on the *Economic Analysis* in tab 3 of the OSCR File.

Description
The Description data element is a memo field used to describe the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 and the *Program Summary Sheet* in tab 4 of the OSCR File.

Field_Pays
The Field Pays contains yes/no data. It refers to whether or not the field paid implementation costs.

Fiscal_Year
The Fiscal Year identifies the fiscal year of the current action.

FY_Funded
The FY Funded is the first fiscal year savings are projected.

FY_Goal
The FY Goal is the dollar amount set by AMC to equal or exceed in projected savings for a specified fiscal year.

Group_Id
The Group Id is the text used to identify the type of group associated with the OSCR initiative. The Group Id can be either Aviation or Missile.

Impacted_Org
The Impacted Organization is the names of organizations that will be impacted by the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

Initiative_Date
The Initiative Date is the date a candidate becomes an initiative or a project. This information is provided on the OSCR Checklist.

Inv_Funds
The Investment Funds is the total dollar amount in thousands of dollars ($K) the provided by the Project Office to fund the OSCR Initiative. This information is provided on the OSCR Checklist and also on the *Program Summary Sheet* in tab 4 of the OSCR File.

Item
The Item is the secondary item affected by the OSCR Initiative. This information is provided on the OSCR Checklist, the *Idea Submission Form*, and the *Program Summary Sheet* in tab 4 of the OSCR File.

Item_NSN_New
The Item NSN New is the National Stock Number (NSN) is the number assigned to the new item produced as a result of the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 or the *Economic Analysis* in tab 3 of the OSCR File.

Item_NSN_Old
The Item NSN Old is the National Stock Number (NSN) is the number assigned to the item being changed as a result of the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 or the *Economic Analysis* in tab 3 of the OSCR File.

New_Item
The New Item field contains yes/no data. It refers to whether or not the item is new.

Office_Symbol
The Office Symbol is the specific code assigned to each sub-element within each MSC. In this case, it is the POC's office symbol. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

Obligated_Funds
The Obligated Funds is the dollar amount approved and secured to be used for the intended purpose stated in the OSCR initiative. This information is provided on the OSCR Checklist.

Organization
The Organization is the name of the POC's organization. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

Originator_No
The Originator Number is the number assigned for each idea submission. It is based on the system name, fiscal year, and sequence number for that system. This information is provided on the OSCR Checklist.

OSCR_No
The OSCR Number is the number assigned by AMC for each OSCR Initiative that is funded. It is based on the fiscal year and a sequence number. This information is provided on the OSCR Checklist.

PEO
The PEO identifies the Program Executive Office affected by the OSCR Initiative.

Phone
The Phone is the POC's phone number. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

POC
The POC is the point of contact for the OSCR idea. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

Proj_FY
The Projected Fiscal Year is the fiscal year of savings. This information is provided on the OSCR Checklist, the *Economic Analysis* in tab 3, and the *Program Summary Sheet* found in tab 4 of the OSCR File.

Proj_Savings
The Projected Savings is the dollar amount in thousands of dollars ($K) produced by the OSCR Initiative. This information is provided on the OSCR Checklist, the *Economic Analysis* in tab 3, and the *Program Summary Sheet* in tab 4 of the OSCR File.

Proposed_Investment
The Proposed Investment is the initial estimate for the dollar amount in thousands of dollars ($K) for the redesign cost. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

Proposed_Savings
The Proposed Savings is the initial estimate for the dollar amount in thousands of dollars ($K) for the projected savings to occur as a result of the OSCR Initiative. This information is provided on the *Idea Submission Form* in tab 1 of the OSCR File.

Reassessment_Date
The Reassessment Date is the date used to identify the date the OSCR initiative was reassessed and a final economic analysis was submitted to AMC.

Redesign_Funds
The Redesign Funds is the dollar amount in thousands of dollars ($K) for funding provided locally or by AMC. This information is provided on the OSCR Checklist and also on the *Program Summary Sheet* in tab 4 of the OSCR File.

SIR
The SIR is the Savings to Investment Ratio. This information is provided on the *Economic Analysis* in tab 3 of the OSCR File.

Source
The Source identifies whether the OSCR Initiative was identified through an individual, data call, readiness report, or other source.

4

Status
The Status is a short comment concerning the current location of the OSCR Initiative. This information is provided on the OSCR Checklist.

Status_Code
The Status Code is an assigned code indicating the current status of the OSCR Initiative. This information is provided on the OSCR Checklist.

Subsystem
The Subsystem is the name of the subsystem affected by the OSCR Initiative. This information is provided on the OSCR Checklist and also on the *Idea Submission Form* in tab 1 of the OSCR File.

System
The System is the name of the system affected by the OSCR Initiative. This information is provided on the OSCR Checklist and also on the *Idea Submission Form* in tab 1 of the OSCR File.

Title
The Title is a short comment describing the OSCR Initiative. This information is provided on the OSCR Checklist, the *Idea Submission Form* in tab 1, and the *Program Summary Sheet* in tab 4 of the OSCR File.

Total_Funds
The Total Funds is the total amount in thousands of dollars ($K) for investment, which includes the amount funded by AMC and the amount invested by the project office. This information is provided on the OSCR Checklist.

Type_Change
The Type Change identifies whether the OSCR Initiative is a hardware redesign, hardware replacement, or maintenance concept change. This information is extracted from the description.

Type_Program
The Type Program identifies whether the OSCR Initiative is funded by either SMA-OSCR or Depot Maintenance Reliability Program (DMRP). This information is provided on the OSCR Checklist.

Type_Project
The Type Project identifies whether the OSCR Initiative is funded locally, by AMC, or by PBD-714. This information is provided on the OSCR Checklist.

Weapon_NSN
The Weapon NSN is the National Stock Number for the weapon system being changed as a result of the OSCR initiative. This information is provided on the OSCR Checklist and also on the *Economic Analysis* in tab 3 of the OSCR File.

III.   OSCR Reports
% of Goal
This report compares projected savings to the goal set for POM years (FY98-03) and FY04-05.

Description of Funded Projects
This report displays the description for all funded projects by originator number.

Funded Projects
This report displays a summary of all funded projects. This report displays both local and AMC projects on the same report. It also displays the redesign funding, total investment funding, obligated amount, projected savings, and date implemented.

Funded Project Information
This report displays general, funding, and savings information for a specific originator number.

Funded Projects - Savings by Projected FY
This report displays either local or AMC funded projects. This report provides each funded projects projected savings and investment funding by fiscal year. It also displays local and AMC projects separately.

Funded Projects - Summary of Investment Funding
This report displays either local or AMC funded projects. This report provides a summary of each funded projects investment funding. It displays local and AMC projects separately.

Funded Projects – Summary of Investment Funding and 10 YR Savings Projections
This report displays all OSCR projects funded for all fiscal years. This report provides a summary of each funded projects projected savings, redesign funding, field savings, date funded, date obligated, and SIR.

Funded Projects - Summary of Projected Savings
This report displays either local or AMC funded projects. This report provides a summary of each funded projects projected savings. It displays local and AMC projects separately.

NSNs for Funded OSCR Projects
This report displays National Stock Numbers (NSNs) for the weapon system, component(s), and item(s) being effected by the OSCR initiative.

Originator Number Log
This report displays originator numbers for a specific fiscal year.

POM Promise
This report displays fiscal years 1998 - 2003, which are the years designated for the POM Promise.

Project Differences Report
This report displays information for a specific fiscal year from the Funded table and compares it to the Funded Archive table in order to assess the amount of change due to the changed economic analysis.

Requested Project Information
This report displays general, funding, and savings information for a specific originator number.

Status Report - Open Items
This report displays the current status of all open ideas/projects submitted for a specific fiscal year.

Status Report - Funded Items
This report displays the current status of all funded projects for a specific fiscal year.

Status Report - Withdrawn/Rejected Candidates
This report displays all candidates that were withdrawn by the submitter or rejected by the OSCR Office.

Submitted Projects
This report displays a summary of all projects in which funding was requested but not yet funded. This report provides both local and AMC projects on the same report. It also displays the amount of redesign funding requested, total investment funding required, approved amount, and projected savings.

Submitted Projects - Savings by Projected FY
This report displays either local or AMC projects where funding was requested but not yet funded. This report provides each requested projects projected savings by fiscal year. It displays local or AMC projects separately.

Submitted Projects - Summary of Projected Savings
This report displays either local or AMC project where funding was requested but not yet funded. This report provides a summary of each requested projects projected savings. It displays local and AMC projects separately.

IV. Tables, Queries, and Forms

Tables:

Name	Definition
appropriation	appropriation names
command	command names
contractor	participating contractor names
funded	current data for funded projects by projected fiscal year
funded_archive	archived data for funded projects by projected fiscal year
goals	POM years goals (FY98 - 03), plus FY04 and FY05
main	basic data for each OSCR initiative (dates, title, system, etc.)
nsn component	nsn for the component(s)
nsn item	nsn for the item(s)
nsn system	nsn for the weapon system
project status	status for each OSCR initiative
requested	data for requested projects by projected fiscal year
source	origination of OSCR initiative
status code	status codes
system	systems
type change	type of change occurring within the OSCR initiative

Queries:

Name	Definition
% of goal	see % of goal report
all funded	see Funded Projects - Summary of Investment Funding and 10 YR Savings Projections
all dates	lists milestone dates for all OSCR initiatives
archive_f	lists funded OSCR initiatives most recently archived
dates	lists current FY milestone dates for all OSCR initiatives
description	see Description of Funded Projects report
differences	see Project Differences report
funded detail	see Funded Projects - Savings by Projected FY report
nsn	list of NSNs for each originator number
originator#	list of originator numbers
originator_f	funding data for a specific originator number
originator_r	requested data for a specific originator number
oscr#	list of OSCR numbers
pom_promise	see POM Promise report
requested detail	see Submitted Projects - Savings by Projected FY report
status funded	see Status Report - Funded Items report
status open	see Status Report - Open Items report

status rejects	see *Status Report - Withdrawn/Rejected Candidates* report
total funded	see *Funded Projects - Summary of Projected Savings* report
total requested	see *Submitted Projects - Summary of Projected Savings* report

Forms:

Name	Definition
% of goal	see *% of goal* query
all dates	see *all dates* query
all funded	see *all funded* query
funded	data from main and funded tables for a specific originator number
fy_funded	see *total funded* query
request	data from main and requested tables for a specific originator number
status	data from the status table
status funded	see *status funded* query

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ATTACHMENT A

OSCR Checklist

OSCR File Checklist

OSCR No:_____ OSCR Specialist:_____ POC:_____
Originator No:_____ Type Project/Program:_____ Organization:_____
System:_____ Component:_____ Office Symbol:_____
Subsystem:_____ Item:_____ Phone:_____
Title:_____

NSNs: New Item?(Y/N)_____   **Type of**   __ Hardware Redesign   **Source:** __ Data Call
Weapon System_____   **Change:** __ Hardware Replacement   __ Individual
Component_____   __ Maintenance Concept Change   __ Readiness Report
Old Item_____   __ Re-engineering Analysis   __ Other Define_____
New Item_____   __ Other Define_____

Tab 1: IDENTIFICATION of OSCR effort: Candidate Date_____
   Initiative Date_____

Tab 2: PM AUTHORIZATION: Authorization Date_____

Tab 3: ECONOMIC ANALYSIS: Validation Date_____   **Change EA #__ Date_____**
   #__ Date_____
   #__ Date_____
   #__ Date_____

Tab 4: PROGRAM SUMMARY:
   Appropriation Name: __RDTE __PA __OMA __SMA __AWCF __OTHER Define_____

Year of Savings	Gross Projected Savings ($K)	Engineering Cost ($K)	Investment Cost ($K)
Year 1 - Savings FY( )	$_____	$_____	$_____
Year 2 - Savings FY( )	$_____	$_____	$_____
Year 3 - Savings FY( )	$_____	$_____	$_____
Year 4 - Savings FY( )	$_____	$_____	$_____
Year 5 - Savings FY( )	$_____	$_____	$_____
Year 6 - Savings FY( )	$_____	$_____	$_____
Year 7 - Savings FY( )	$_____	$_____	$_____
Year 8 - Savings FY( )	$_____	$_____	$_____
Year 9 - Savings FY( )	$_____	$_____	$_____
Year 10-Savings FY( )	$_____	$_____	$_____
Totals	$_____	$_____	$_____

Tab 5: FUNDING   Request Date_____
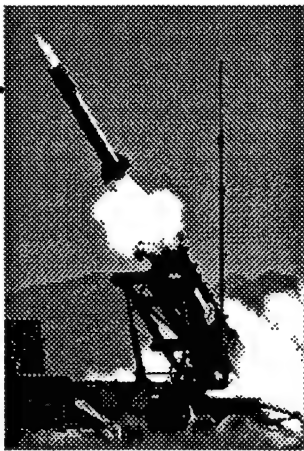   Authorization Date_____

Tab 6: OBLIGATION   Obligation Date_____
   Engineering Completion Date_____
   Testing Completion Date_____
   Implementation Date_____

Tab 7: AMC REASSESSMENT EA: Reassessment Date_____
   RMS or Local Project: Completion Date_____

Description:_____

_____

_____

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APPENDIX D

OSCR USER MANUAL

AMCOM OSCR Database

User Manual

Table of Contents

I. Introduction

The purpose of this document is to provide instructions to the user of the AMCOM OSCR Database. This database system contains information specific to the Operating and Support Cost Reduction Program (OSCR) for the OSCR Office, Industrial Operations Division, Systems Engineering and Production Directorate, Research, Development, and Engineering Center, US Army Aviation and Missile Command (AMCOM) Redstone Arsenal, Alabama. A member of the Systems Management and Production Lab of the UAH-Research Institute developed the AMCOM OSCR Database.
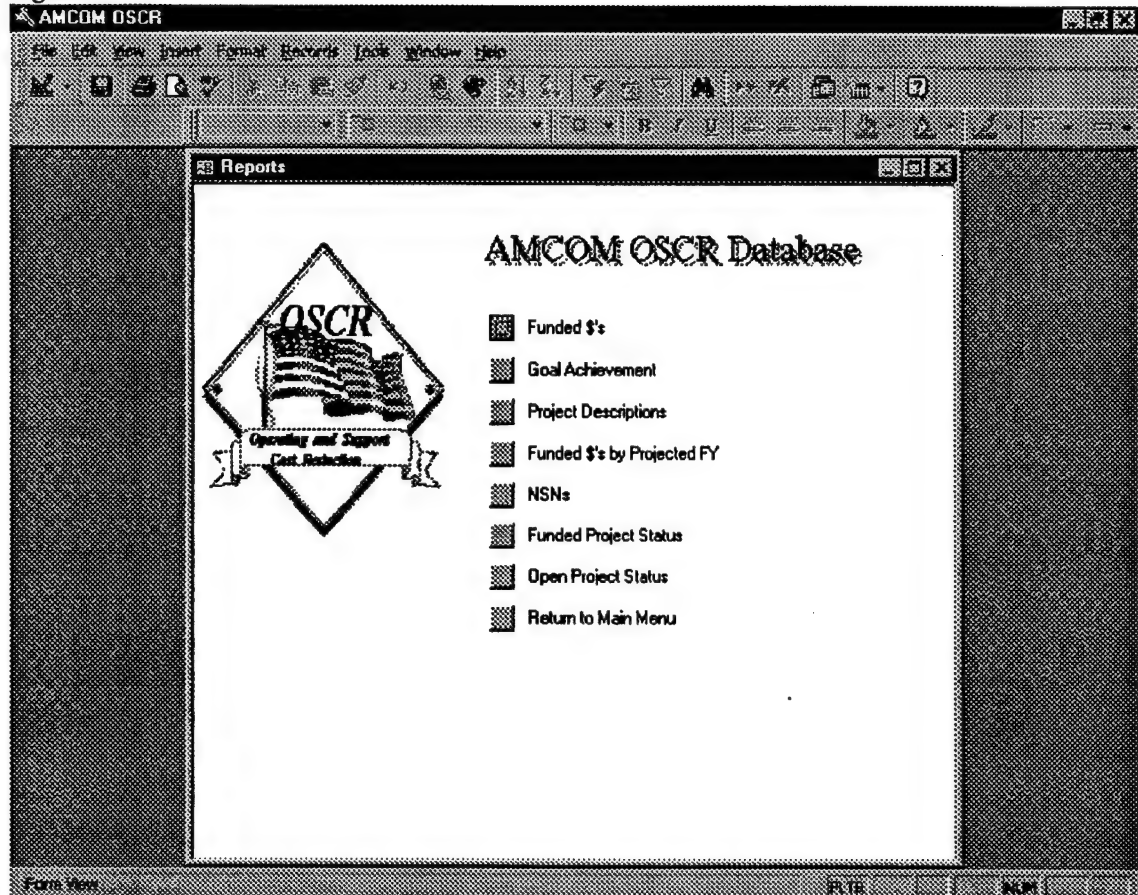
II. Main Menu

Figure 1.
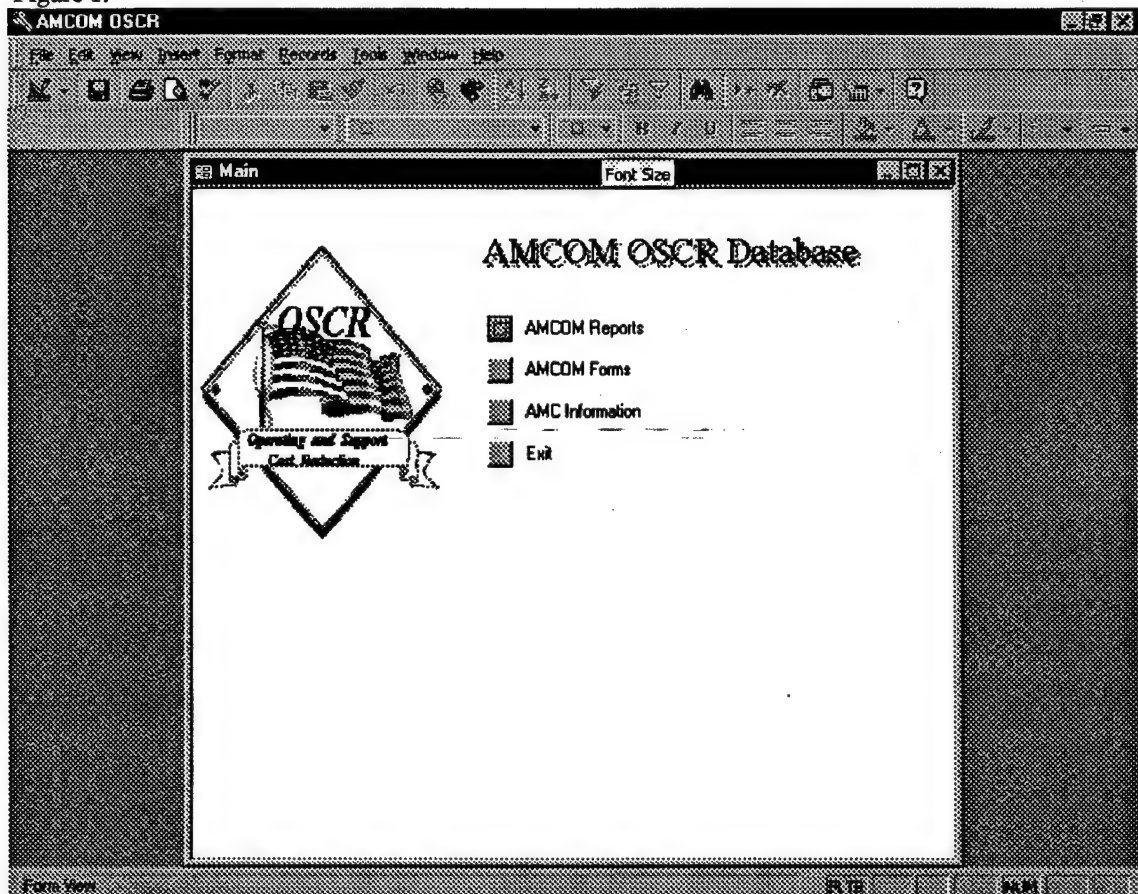
The Main Menu contains the following four choices: AMCOM Reports, AMCOM Forms, AMC Information, and Exit. The *Reports* option allows the user to go to the Reports Menu shown in Figure 2. The *Forms* option allows the user to go to the Forms menu shown in Figure 6. The *AMC Information* option allows the user to view information from the AMC OSCR database. The *Exit* option allows the user to exit the application.

A. Select option:
   1. Place the mouse pointer on the gray box beside the option to be selected
   2. Click; the menu selected will be displayed

III.   Reports Menu

Figure 2.

The Reports Menu provides the user access to several reports.   Some reports will ask for information in order to execute. Select the *Return to Main Menu* option to exit this menu.

A.   Execute *Funded $'s* Report:
1.   Place the mouse pointer on the gray box beside the option to be selected
2.   Click; the selected report will execute and ask for additional information
3.   Enter the type project (AMC, LOCAL, PBD714, or RMS)
     - Entries for the RMS program for fiscal years 1996 and 1997 are labeled PBD714
     - Entries for the RMS program for fiscal years 1998 and after are labeled RMS

Figure 3.
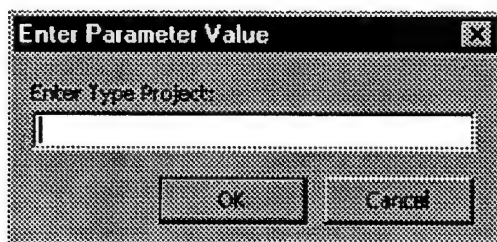
4.   Select OK

B. Execute *Goal Achievement* and *NSNs* Reports:
  1. Place the mouse pointer on the gray box beside the option to be selected
  2. Click; the selected report will execute and be displayed

C. Execute *Project Descriptions, Funded $'s by Projected FY, Funded Project Status,* and *Open Project Status* Reports:
  1. Place the mouse pointer on the gray box beside the option to be selected
  2. Click; the selected report will execute and ask for additional information
  3. Enter the COMMAND ID (ATCOM, MICOM, AMCOM)
    • Entries for fiscal years 1996 and 1997 will be either ATCOM or MICOM
    • Entries for fiscal years 1998 and after will be AMCOM

Figure 4.

  4. Select OK
  5. Enter the FISCAL YEAR (1996, 1997, etc.)

Figure 5.
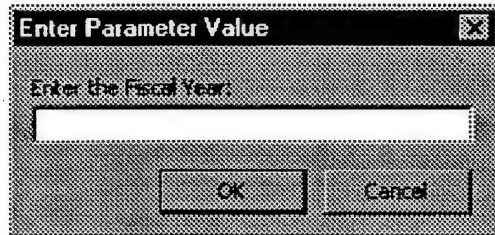
  6. Select OK

D. Print:
  1. Click on the printer icon in the menu along the top of the screen
      Or
      Select FILE from the menu along the top of the screen
  2. Select PRINT.

E. Exit report:
  1. Click on the X at the top right corner of the active window
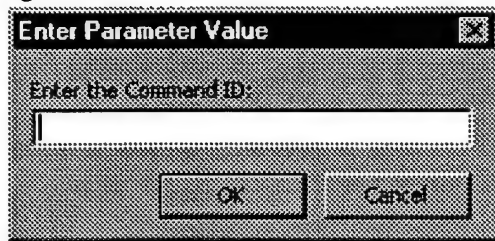
IV. Forms Menu

Figure 6.
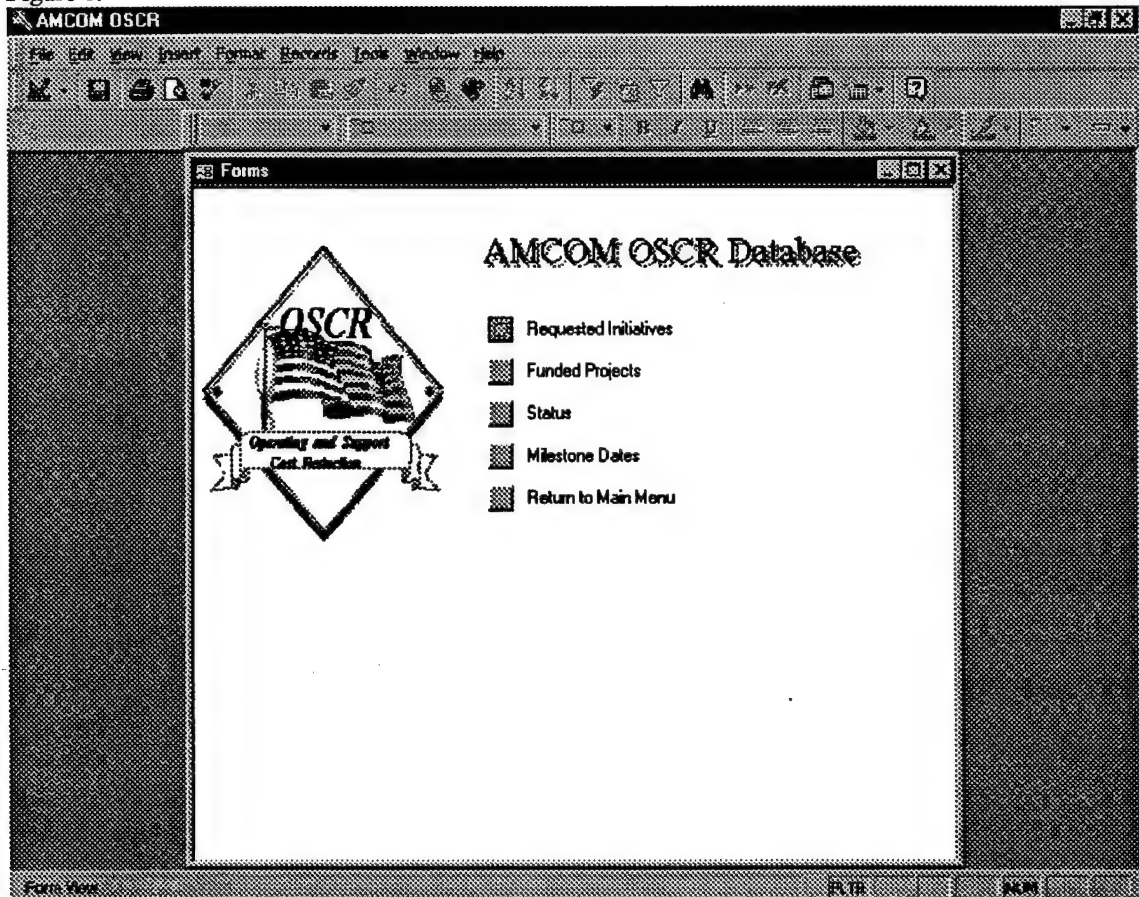
The Forms Menu provides the user access to several forms. The Milestone Dates form will ask for information in order to execute. Select the *Return to Main Menu* option to exit this menu.

A. Execute *Requested Initiatives, Funded Projects,* and *Status* Forms:
   1. Place the mouse pointer on the gray box beside the option to be selected
   2. Click; the desired form is displayed

B. Navigate:
   1. Use the arrow keys on the keyboard to move through the records
      Or
      Use the arrow icons located at the bottom of the screen, as shown in Figure 7, to move through the records
   2. Use the TAB key to move from field to field

Figure 7.

C. Search for specific Originator #:
   1. Place the mouse pointer in the *Originator* # field

4

2. Click; the cursor should be blinking in that field
3. Select EDIT from the main menu at the top of the screen
4. Select FIND ; a window is displayed
5. Enter the Originator # for the search in the FIND WHAT field
6. Select FIND FIRST; the first record matching the Originator # is displayed
7. Select CLOSE in the FIND window to return to the form

D. Search for group of records:
   1. Place the mouse pointer in the *Originator* # field
   2. Click; the cursor should be blinking in that field
   3. Select EDIT from the main menu at the top of the screen
   4. Select FIND ; a window is displayed
   5. Enter the search criteria in the fields provided in the FIND window
      • FIND WHAT is the information used to match records in the database
      • SEARCH is the direction (up, down, all)
      • MATCH is *how* to perform the search (any part of field, whole field, start of field)
   6. Select FIND FIRST to locate the first record matching the search criteria
   7. Select FIND NEXT to move to the next record matching the search criteria
   8. Select CLOSE in the FIND window to return to the form

E. Execute *Milestone Dates* Form:
   1. Place the mouse pointer on the gray box beside the option to be selected
   2. Click; the desired form is displayed
   3. Enter the GROUP ID (AVIATION or MISSILE)

Figure 8.

   4. Select OK

F. Exit form:
   1. Click on the X at the top right corner of the active window

IV.   AMC Information

The AMC Information option allows the user to view data from the AMC OSCR database. The following forms/reports are provided: Milestones, Summary of Projects, Status Form, and Status Report.

A. Execute a form/report
   1. Place the mouse pointer on the gray box beside the option to be selected
   2. Click; the desired form/report is displayed

B. Exit AMC Information Menu
   1. Place the mouse pointer on the gray box beside the option *Return to Main Menu*.

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(To be completed by originator when draft is submitted for editing and typing)

Title of Document **Value Engineering Management Information System and the Operating and Support Cost Reduction Database**

Author(s)/ POC **Sharon Aldijalli** Phone **842-9395**

Type of Document (check): Technical Report (✓) Special Report ( )

Management Brief ( ) Other ( )

Security Classification _____ Unclassified _____ PBC No. _____

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Value Engineering Management Information System and the Operating and Support Cost Reduction database

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ORGANIZATIONAL ELEMENT University of Alabama in Huntsville

(✓) TECHNICAL REPORT *5- 20432/5-20433*

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2. Principal Investigator: Sharon Aldijaili

3. Report Title: Value Engineering Management Information System And the Operation and Support Cost Reduction database

4. Contract Title: Same as above

5. Agency (Name, Address, Contact):

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